

OTE # 84-3514

8 MAY 1984

MEMORANDUM FOR: Executive Officer, DDA

FROM:

Executive Officer
Office of Training and Education, DDA

SUBJECT: Back By Popular Demand - "Just Plain English"

STAT

STAT

1. The White House Adviser on Clear Government Writing, [redacted] will repeat his one-day program on better writing, in the Headquarters Auditorium on 29 May 1984. "Just Plain English" is for "all who write and approve significant paperwork--GS-11 and above. Grammar and punctuation receive little attention."

STAT

2. [redacted] will tailor his program to the Agency's needs if we provide him with writing samples he can work from. To do this, he is asking that each directorate provide twelve writing samples including:

- * Directives
- * Forms
- * Memos
- * Letters (preferably with the correspondence they (answer)
- * Briefing material such as testimony and background papers
- * Special Agency formats such as cables and reports
- * Agency instructions about writing

STAT

3. [redacted] who is cleared for Top Secret, needs our Agency's writing samples (nothing classified above Confidential) approximately two weeks before the day of the program. Please send the samples to [redacted] at MATD/CTB, Room 516 at the C of C by 17 May 1984.

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SUBJECT: Back By Popular Demand - "Just Plain English"

4. The success of any effort to improve the Agency's written communication depends upon the participation and support of upper management. We request that you urge individuals who write or review writing and who were unable to attend the previous seminar to attend the four-hour program on 29 May 1984 from 1000-1200 and from 1400-1600 hours.

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MEMORANDUM FOR: Chief, Evaluation and Plans Staff, DO

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Office of Training and Education, DDA

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18 MAY 1984

MEMORANDUM FOR: Chief, Management Staff, DDS&T

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[redacted]
Executive Officer
Office of Training and Education, DDA

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OTE:MATD:CTB: [REDACTED] (7May84)

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Distribution:

Orig - EO/DDA
1 - C/TMS/DDI
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